

June 6, 2025

To: Benefit Administrators / Human Resource Personnel

From: Shiona Buckshaw
Partner Services Manager, Employee Benefits

Re: Employee Benefits Plans June Invoice Updates

Each month, 3sHealth Employee Benefits creates an invoice for the Employee Benefit Plans your organization participates in. The invoices are created using month end payroll and benefits data. Much of the data required to calculate the June invoice is not available until June 6, 2025. 3sHealth Employee Benefits requires additional time to accurately complete the benefit plan invoices, therefore **June invoices will be sent by the end of day June 13, 2025.**

3sHealth Employee Benefits would like to remind employers who use the AIMS payroll system that in May there were three pay periods instead of the regular two pay periods. This means AIMS payroll employers who participate in the Core Dental Plan, In-Scope Extended Healthcare and Enhanced Dental Plan or the Disability Income Plan will see an increase in the amount owed for these benefits on the June invoice.

New to invoicing in June:

Automatic Adjustments for Retroactive Enrolments and Terminations

Adjustment calculations have been added to the 3sHealth invoice system. Previously, 3sHealth Employee Benefits was manually calculating and adding these retroactive adjustments to the employer's next months invoice.

Employers must continue:

- **to pay as invoiced** by the 10th of the next month;
- advise 3sHealth of any adjustments by completing the adjustment page enclosed with your invoice; and
- send in the applicable hire and termination forms (for employers who do not subscribe to the AIMS payroll system).

When adjustments are received, 3sHealth Employee Benefits will update the administration system as required. The adjustment information will then be included in the generation of the following months invoice. Employees who have adjustments applied will be outlined in the Employee Details file.

Change to OOS Extended Health Care and Enhanced Dental Plan Calculation

The OOS Extended Health Care and Enhanced Dental Plan calculation has been changed to align with how Group Life premiums are collected as both are based on level of coverage and not hours worked or salary paid. Your invoice will:

- Include an employee first enrolled between the 1 to 15 of the month, and then include in each month after.
- Not include an employee enrolled between the 16 to end of the month, and then include in the next month's invoice and each month after.
- Not include an employee if coverage is terminated between the 1 to 15 of the month.
- Include the employee if coverage is terminated between the 16 to the end of the month.

Fix to the Employees Who Display on the Leave of Absence Page

Employees who are no longer on their leave of absence will not display on the Monthly Disability Contributions for Employees on Leave page. Only employees who are on a leave of absence will display on this page. Please continue to complete this page and included the collected contributions if you have an employee on a leave that has elected to continue their disability coverage during their leave of absence.

If you have any questions about this bulletin, please call a 3sHealth Benefit Services Officer at 1.866.278.2301 or email ebp@3sHealth.ca.